



CITY OF LONGVIEW
REQUEST FOR PROPOSAL

The enclosed REQUEST FOR PROPOSAL (RFP) and accompanying SPECIFICATIONS are for your convenience in submitting an offer for the enclosed referenced products/services for:

2018-9110-2 Maude Cobb Lobby/Entry/Hall Furniture

CLOSING DAY AND TIME: Sealed proposals will be received no later than:

11:00 A.M. December 21, 2018

MARK ENVELOPE:

RFP # 2018-9110-2

RETURN PROPOSAL TO:

**CITY OF LONGVIEW MAUDE COBB CONVENTION AND ACTIVITY CENTER
PO BOX 1952 OR 100 GRAND BLVD.
LONGVIEW, TEXAS 75606 LONGVIEW, TEXAS 75604**

A pre-bid meeting and site visit will be conducted at 10:00 a.m. on December 11, 2018 at the Maude Cobb Convention and Activity Center, located at 100 Grand Blvd., Longview, Texas to answer questions regarding the RFP. Attendance is not mandatory.

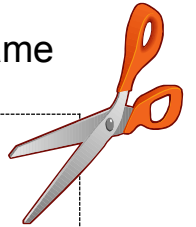
QUESTIONS regarding this solicitation should be directed to Dixie Golden at (903) 237-1271/ dgolden@longviewtexas.gov on or before 5:00 P.M. CST, **December 14, 2018**. Information in response to any inquiry may be published as an addendum. Addendum can be found on the City of Longview website: LongviewTexas.gov/Bids

Name of firm submitting proposal: _____



INVITATION TO BID

Cut along the outer border and affix this label to your sealed proposal envelope to identify it as a "Sealed Proposal". Be sure to include the name of the company submitting the proposal.



SEALED BID ● DO NOT OPEN

MAUDE COBB LOBBY/ENTRY/HALL FURNITURE

RFP No. 2018-9110-2

RFP OPENING: DECEMBER 21, 2018 @ 11:00 A.M. CST

For Information Contact:

Dixie Golden

(903) 237-1271

dgolden@longviewtexas.gov

Company Name: _____

Contact Name: _____

Telephone Number: _____

Bids must be addressed to:

Dixie Golden

Convention Complex Manager

PO Box 1952

Longview, TX 75606

or Dixie Golden

Convention Complex Manager

100 Grand Blvd.

Longview, TX 75604

General

- A. A pre-bid meeting and site visit will be conducted at 10:00 am on December 11, 2018 at the Maude Cobb Convention and Activity Center, located at 100 Grand Blvd., Longview, Texas to answer questions regarding the RFP. Attendance is not mandatory. Potential offerors are welcome and encouraged to take any measurements needed during the site visit.
- B. Proposals must be submitted no later than 11:00 A.M., local time **December 21, 2018** as indicated on the invitation page. Late proposals will be returned unopened to the Offeror. If proposals are sent by mail to the Maude Cobb Convention and Activity Complex, the Offeror shall be responsible for actual delivery of the proposal to the Maude Cobb Convention and Activity Complex before the advertised date and hour for opening of proposals. If mail is delayed either in the postal service, courier, or in the internal mail system of the City of Longview beyond the date and hour set for the opening, proposals thus delayed will not be considered and will be returned unopened.
- C. Proposal must be submitted in a sealed envelope to one of the following addresses:

Mailing Address:

**Maude Cobb/City of Longview
ATTN: Dixie Golden
P.O. Box 1952
Longview, Texas 75606**

Physical Address:

**Maude Cobb/City of Longview
ATTN: Dixie Golden
100 Grand Blvd.
Longview, Texas 75604**

The envelope must be clearly marked with the 2018-9110-2 Maude Cobb Lobby/Entry/Hall Furniture label. Proposals must be submitted in the format specified. **FACSIMILE TRANSMITTALS OR ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.**

- D. Offerors assume all costs associated with the submission of a proposal including any potential cost for travel and time in negotiations or interviews.
- E. Offers must be valid for a minimum of one hundred twenty (120) days commencing on the day of the proposal opening.
- F. Proposals will be opened at stated time and location, but contents of the proposals will not be subject to public review. Only the names of the offerors will be read aloud.
- G. Any interpretation, correction or changes to this specification will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Longview Purchasing Agent. Addenda can be found on the City of Longview website www.LongviewTexas.gov/Bids. Addenda can also be obtained by calling City of Longview Purchasing office at 903-237-1324 or 903-237-1322. It is the responsibility of the bidder to obtain a copy of all addenda pertaining to this RFP.

Submittal Requirements

Each proposal shall include, as a minimum, the following information:

☐ **Offer Statement and Business Information**

- a. Execute Offer Statement and Business Information. An individual authorized to bind the Offeror must sign the statement and date the signatures actual date signed.
- b. List the name and phone number of the representative authorized to negotiate on behalf of the Offeror and answer any questions regarding the proposal.
- c. Include acknowledgement of any RFP addenda. Addenda will be posted on the City of Longview website: LongviewTexas.gov/Bids or may be obtained by calling the purchasing office at 903-237-1324. It is the Offeror's responsibility to obtain any addenda.

☐ **Proposal Response**

- a. Include manufacturer, description of furniture piece with picture and specs attached (upholstery pattern samples should be attached). Multiple upholstery options are encouraged.
- b. Price per Piece
- c. Number of Pieces
- d. Anticipated time of delivery

☐ **Diagram of Item Placement**

Place number of item on diagram of each piece to correlate with items listed on Proposal Response (pages 13 – 14)

OFFER STATEMENT AND BUSINESS INFORMATION

This proposal is submitted in response to the Request for Proposal **2018-9110-2 Maude Cobb Lobby/Entry/Hall Furniture** and constitutes an offer by this Offeror to enter into a contract as described herein. I hereby certify that the foregoing proposal has not been prepared in collusion with any other offeror or other persons engaged in the same line of business prior to the official receipt of this proposal. Further, I certify that the Offeror is not now, nor has ever been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services offered, or to influence any person or persons to offer or not to offer thereon.

AUTHORIZED SIGNATURE

LEGAL NAME OF FIRM

AUTHORIZED SIGNATURE

DATE

TITLE

TELEPHONE NUMBER

FAX NUMBER

ADDRESS OF FIRM

CITY

STATE

ZIP CODE

EMAIL ADDRESS

ADDITIONAL REPRESENTATIVE AUTHORIZED TO NEGOTIATE ON BEHALF OF THE
OFFEROR AND PHONE NUMBER

ADDENDA ACKNOWLEDGED

Addendum No. _____ Initial _____

Addendum No. _____ Initial _____

Addendum No. _____ Initial _____

STATE RESIDENT CERTIFICATION: Our principal place of business or corporate office is in the State of Texas. YES _____ NO _____

LOCAL RESIDENT CERTIFICATION: Our principal place of business or corporate office is in the City of Longview, State of Texas. YES _____ NO _____

NON-RESIDENT CERTIFICATION: Our principal place of business is _____

TERMS AND CONDITIONS

THE PURPOSE OF THIS DOCUMENT IS TO PROVIDE for a contract for the product or services specified. The term of this contract will be until satisfactory completion of the project.

IT IS UNDERSTOOD that the City of Longview, Texas (City) reserves the right to accept or reject, in part or in whole, any or all proposals for any or all products and/or services covered in this request and to waive informalities or defects in any proposals and to accept such proposals as it deems in the best interests of the City of Longview.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Longview, Texas. Venue for actions arising under this agreement in federal courts shall lie exclusively in the Eastern District of Texas, Tyler Division, and for state courts shall lie exclusively in Gregg County, Texas.

INSURANCE: The successful bidder shall meet the minimum insurance requirements of the Texas State Financial Responsibility Act for operation of vehicles(s) used in the delivery of items(s) purchased. If a specific insurance policy is to be furnished by successful bidder, it shall include, by endorsement to the policy, a statement that a notice shall be given to the City of Longview by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

Scope of Project

The City of Longview desires to enter into a contract(s) to provide turn-key replacement of the lobby/entry/hall furniture at the Maude Cobb Convention and Activity Center. Any delivery fees shall be included in this proposal. Any assembly necessary (other than legs on furniture) shall be done by the awarded contractor. Proposals that are company catalogues with a pricing structure will not be accepted. The intent is for the offeror to present a proposal complete with number of specific items, item placement and upholstery choice(s). Multiple upholstery choices are encouraged. The City of Longview is replacing all furniture and furnishings except those hanging on the walls or fixed to the building. This RFP is just for the furniture, not furnishings. Furnishings such as artificial plants, art work, and knick-knacks are not included in this RFP.

This is not a bid but an RFP (a request for proposals). The City of Longview is requesting professionals in the industry to utilize their expertise to look at the space to be furnished and the varying uses that furniture will be utilized for and furnish a proposal that would complement the space and meet the usage needs.

It is desired that the furniture be delivered within a maximum of 12 weeks following the issuance of a purchase order. Longer delivery times will be considered, but preference will be given to orders that can be delivered in 12 weeks or less.

Furniture must be commercial grade for high density public use. All items shall meet ANSI/BIFMA x5.4-2012 Lounge Seating or ANSI/BIFMA x5.5-2014 Desk Product standards or better.

Furniture shall be easily moveable as some events utilize the lobby space for a variety of functions and the furniture must be moved to storage. Furniture will also serve as seating in small break out rooms when the rooms are utilized for green rooms for speakers and performing artists. Doors to those rooms measure 33 ¾" x 83".

Note: Diagrams and photos of the lobby space are included in this proposal. Site visits are welcomed, but must be scheduled in advance by calling Dixie Golden at 903-237-1271.

Following are pictures of the current furnishings in the lobby/entry/hall.



Hall from west to east



Hall from east to west



Lobby from east to west



Lobby from west to east



Lobby from west to east



Lobby from southwest to north east



Lobby from south to north



Lobby from northwest to south east



Lobby from north to south



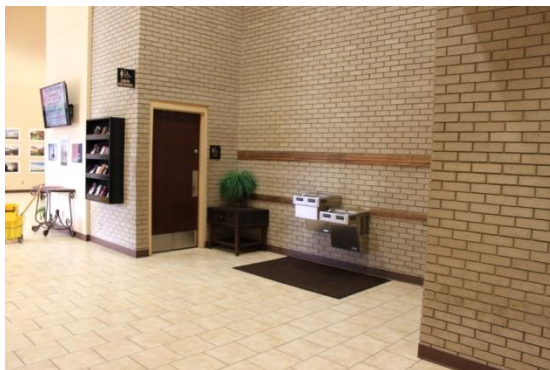
Lobby from north to south



Lobby from northeast to southwest



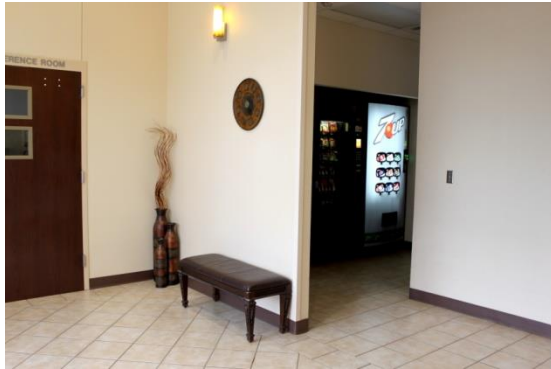
Lobby from north to south



Front of women's restroom in lobby



Front of men's restroom in lobby



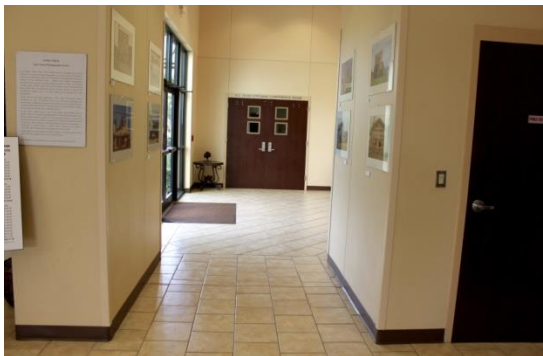
Entry to conference room
and vending area



Front entry south to north to conference room



Entry north to south in front of
conference room



Entry from west to east

It is preferred that the tables and chests be laminate for ease of cleaning, resistance to scratches, water stains and heat. It is preferred that the upholstery be vinyl. Upholstery shall meet ACT (Association for Contract Textiles) High Traffic/Public Space guidelines or better in regards to Flammability, Wet and Dry Crocking, Colorfastness to Light, Physical Properties, and Abrasion for High Traffic Public Places. Upholstery shall be soil and stain resistant and bleach, Fantastik, 409, isopropyl alcohol or similar product cleanable.

Color choices can vary, but preference is blues, tans/browns, and grays. Preference is that any pattern of the upholstery be something that is not trendy and will not date itself over the years. Should furniture style be the desired style, but upholstery options not be desired, the City of Longview reserves the right to negotiate a different vinyl upholstery.

Furniture style can vary, but modern or trendy is not the preference. Armless furniture is preferred; styles that prevent guests at the facility from sitting on the arms of the furniture. Events at the facility vary, so furniture should be generic enough to blend with all events. Should an offerer submit a spec sheet with a several items on it and some of the items are not included on the Proposal Response, the City of Longview reserves the right to request a substitution for the desired item on the spec sheet and revised price if applicable.

Current Lobby Tile flooring: Daltile, Gold Rush #5208 Golden Nugget.

Current Lobby Walls: SW 6122- Biscuit (Sheetrock, ceilings, and walls)
SW 6114- Bagel (Accent walls)

Current Lobby Doors/Trim: Match Brighton Walnut Laminate

Warranty on chairs, settees, and benches shall be a minimum of Limited Lifetime on frame, springs, and decking and a minimum of (5) years on foam cores and mechanisms.

Warranty on tables and chests shall be a minimum of (1) year. A (10) year warranty against manufacturing and factory defects is a plus.

The City of Longview reserves the right to buy additional pieces, manipulate floor plans or change quantities of items/pieces. For example, Offeror may list 2 settees and purchaser may want to swap 1 settee for two additional chairs quoted. When evaluating the RFPs, should the City of Longview decide to manipulate the number of pieces (such as replacing a settee with 2 chairs), the City of Longview will notify the Offeror. Should the offeror need to adjust pricing due to the change, pricing will be adjusted and the City of Longview will re-evaluate the evaluation factor of pricing for that RFP. Proposers are welcome to submit multiple floor plans and/or options.

Should the City of Longview decide that the proposal is potentially desired, the City of Longview will be allowed to purchase one chair at the quoted price or physically evaluate one chair on site (or within a day trip) for comfort prior to finalizing the decision to purchase.

The City of Longview reserves the right to purchase furniture pieces from more than one vendor. It is understood that there might be a price change which will be negotiated if partial orders are desired. The final purchase will be awarded to the vendor(s) that best meets the needs of the City of Longview. The evaluation committee is the sole decider of what best meets the City's needs.

PROPOSAL EVALUATION FACTORS:

Emphasis	Factor
20%	Quality of the furniture and functionality, sturdiness, ease of cleaning and meets the specifications and the extent to which the goods and services meet the City's needs.
20%	Price
10%	Delivery Schedule
20%	Furniture Design – a committee will evaluate the proposals and grade furniture on aesthetical look.
20%	Upholstery – a committee will evaluate the upholstery choices

Proposal Response

Item number as noted on diagram	Manufacturer / Description of Furniture Piece - Picture and Specs attached	Price per piece	Number of pieces	Total
1		\$	#	\$
2		\$	#	\$
3		\$	#	\$
4		\$	#	\$
5		\$	#	\$
6		\$	#	\$
7		\$	#	\$
8		\$	#	\$
9		\$	#	\$
10		\$	#	\$
11		\$	#	\$
12		\$	#	\$

13		\$	#	\$
14		\$	#	\$
15		\$	#	\$
16		\$	#	\$
17		\$	#	\$
18		\$	#	\$
19		\$	#	\$
20		\$	#	\$
21		\$	#	\$
22		\$	#	\$
23		\$	#	\$
	Total for entire list			\$

If more space is needed, please attach a separate page.

It is anticipated that the delivery of the furniture will be no more than _____ weeks after the order is placed.